



United States  
Department of  
Agriculture

Office of the  
Assistant Secretary  
for Administration

January 19, 2006

Office of Procurement  
and Property  
Management

## ACQUISITION OPERATING PROCEDURE (AOP)

Procurement  
Operations Division

**SUBJECT:** AOP No. 1: Establishment of AOP for procurement offices of the  
Departmental Administration and Staff Offices

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- ◆ **PURPOSE:** The purpose of the AOP is to establish a series of AOPs, which will depict specific procurement-related procedures as they are handled within procurement offices of Departmental Administration. The AOPs are numbered sequentially in the order in which they are issued. In some cases, the Procurement Operations Division may issue an AOP solely for the purpose of clarifying an internal, procurement-related procedure or to describe a procurement procedure that is unique to Departmental Administration. The AOPs are devised to give the reader minimal procedural guidance and can be supplemented to incorporate internal procedures. The reader is strongly advised not to rely entirely on these issuances and to view these AOPs in conjunction with prevailing Federal Acquisition Regulation (FAR) and Agriculture Acquisition Regulation (AGAR) policies.
- ◆ **AUTHORITIES:** FAR and AGAR coverage may be referenced in each AOP, where applicable, normally under the AUTHORITIES section. The AOPs are intended to depict operational procedures only and are intended neither to supplement the FAR and AGAR in any way nor to promulgate any new policy.
- ◆ **QUESTIONS:** Questions may be referred to the Procurement Operations Division. In some instances, a subject-matter expert will be identified directly in the body of the AOP.